



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**Job Title:** 28036 - Director of Technology - GS-15

**Salary Range:** \$117,191 - \$166,500

**Vacancy Open Period:** 08/22/2019- 09/06/2019

**Position Type:** Cadre

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** IC IG/MA

**Duty Location:** Reston, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

## Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Inspector General of the Intelligence Community (ICIG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The ICIG has the authority to initiate and conduct independent audits, inspections, investigations, and reviews of programs and activities within the responsibility and authority of the Director of National Intelligence (DNI). The ICIG's principal organizational divisions are Audit, Investigations, Inspections and Evaluations, and Management and Administration. The ICIG also operates a Center for Protected Disclosures.

## Major Duties and Responsibilities (MDRs)

- The Director of Technology is a new position within the ICIG. The incumbent will have substantial responsibilities related to the ICIG's technical strategy, business application development, and use and oversight of new and emerging technologies. The Director of Technology will provide guidance and expertise on the ICIG's efforts to remain current with technological advancements, and make recommendations to leverage technology investments and capital to meet the ICIG's mission and goal. The ICIG is a relatively small-sized office with a large statutory mandate to provide independent and objective oversight of all programs and activities within the responsibility and authority of the DNI. We are very passionate about what we do – we believe in our intelligence oversight mission and our core values of integrity, independence, commitment, diversity, and transparency. We are looking for someone who shares these core values and will apply them to our technology efforts. If you believe in the mission of effective and objective intelligence oversight, are committed to excellence, and are looking for an opportunity to have a positive and enduring impact on the United States Intelligence Community, this is the place for you.



- We are looking for the Director of Technology to provide sound and cutting edge technical guidance and expertise as part of our mission to provide effective and objective intelligence oversight across the Intelligence Community. You will communicate with the workforce and senior leaders across the Intelligence Community, other intelligence oversight professionals, intelligence oversight committees, and other interested stakeholders to ensure intelligence oversight technologies and personnel stay current and effective. Strategic thinking, superior technical skills, strong business acumen, and exceptional inter-personal skills are essential in this role. The ideal candidate for this position is well versed in current technological trends, data analytics, and emerging technologies, particularly artificial intelligence (AI). If you are also an excellent communicator, writer, and public speaker, we would like to meet you.
- The incumbent in this position will:
  - Serve as the ICIG's subject matter expert in and advise ICIG personnel on cybersecurity, cyber incident response, computing, computer network coordination, IT, data analytics, and emerging technologies, particularly AI.
  - Develop, implement, and maintain an efficient, effective, and sustainable technological infrastructure for the ICIG.
  - Provide support in maintaining, trouble-shooting, and enhancing the ICIG's systems and applications.
  - Assist in establishing the ICIG's strategic plan for IT and emerging technologies, including goals for improving the efficiency and effectiveness of the ICIG's operations through the application of IT and emerging technologies, and in identifying opportunities to support efficient community-wide collaboration and to promote an integrated IT environment.
  - Assess the financial aspects of the ICIG's technology development, implementation, and maintenance; and analyze and make recommendations to the ICIG's senior leadership on how to best allocate funds for technologies, personnel, and training.
  - Provide support to audits, inspections, evaluations, investigations, or special projects involving complex cybersecurity, IT, data analytics, and AI programs or activities.
  - Provide leadership and/or oversight to complex IT projects or programs that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure alignment with strategic objectives; lead the definition and review of ICIG and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project.
  - Serve as the ICIG's liaison to the Intelligence Community Inspectors General Forum, the Council of Inspectors General on Integrity and Efficiency (CIGIE), and other stakeholders to advance cybersecurity, IT, data analytics, and emerging technology initiatives.



## Mandatory and Educational Requirements

- Ability to serve as an authority on cybersecurity, data analytics, IT, and emerging technologies.
- Ability to advise senior officials within the ICIIG on IT business applications and to promote long-range IT plans and forecasts. Proficient in speaking to groups, report writing, descriptive illustration, and generating proposals that align technology and research with long-term strategic and financial goals.
- Ability to be a self-starter and involve oneself actively and personally in carrying out the ICIIG's Director of Technology responsibilities.
- Expert program management, analytic, and critical thinking skills, including the ability to conduct program assessments, identify needs and requirements, and develop process improvement recommendations for potential implementation within ICIIG or across the Intelligence Community.
- Expert experience in personally implementing complex projects; in managing and mitigating risks, assessing stakeholder requirements, identifying dependencies, and developing responsive project plans; in estimating costs and other resources using quantitative analysis to project requirements; and in completing projects within deadlines.
- Expert ability to establish regular contact with internal and external officials at all levels of authority and have periodic contacts with other offices, supplying or seeking information on specialized and non-specialized IT matters; excellent use of tact when expressing ideas or opinions to senior leaders and stakeholders.
- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment and to lead and mentor junior colleagues.
- Superior ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks; MBA or other relevant graduate degree is a plus.

## Desired Requirements

- Current knowledge of laws, regulations, and policies governing IT procurement within the Federal Government and/or the Intelligence Community.
- Understanding of technologies used in the business operations of Offices of Inspectors General.
- Direct knowledge of scientific research methods and statistical techniques.
- Demonstrated ability to manage, manipulate, and analyze complex databases and data sets.



- Demonstrated technical experience related to various hardware platforms and databases and familiarity and experience with a variety of data analytic tools (e.g., Access, IDEA, SQL, Tableau).
- This job is ideal for someone who is
- Achievement and purpose oriented;
- Team oriented;
- An excellent communicator;
- Intellectually curious;
- A self-starter; and
- Actively and personally involved

## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.), and [gilesro@dni.ic.gov](mailto:gilesro@dni.ic.gov) (Roderick G.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.), and [gilesro@dni.ic.gov](mailto:gilesro@dni.ic.gov) (Roderick G.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**



**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.), and [gilesro@dni.ic.gov](mailto:gilesro@dni.ic.gov) (Roderick G.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-1318.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.



## Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**